

Documents to be retained by OneCall24 consultant and supply to Payroll

Checklist to be
ticked by OneCall24
representative

Candidate application form together with Occupational health assessment (and any relevant certificates re: education, qualifications, Ltd companies, etc.).

Copy of 48 hour opt out agreement – **PAYE workers only**

Back up identification as per immigration code:

Consultant please enter code by referring to Immigration Policy in this pack.

Code

Yes

No

I wish to avail the training, immunisation uniform, CRB and hygiene equipment service provided at a weekly charge of nine pounds and ninety five pence. Full insurance is provided at no cost.

I confirm that the Candidate Application Form together with the Occupational Health Assessment is completed correctly and I have read and understand OneCall24 Introduction Letter, Agency Worker Handbook, Health and Safety Policy, Immigration Policy, 48-hour Opt Out Agreement and Terms of Engagement* and that a copy of all these documents as outlined below have been given to me.

* Not applicable to permanent candidates.

Signature

Full name

Date – DD MM YYYY

Will always be on or before the date a temp assignment or perm job commences

Documents to be given to candidates

*Checklist to be
ticked by OneCall24
representative*

Introductory letter (gaps to be filled in and items to be deleted by OneCall24 representative)

Copy of Agency Worker Handbook

Copy of Health and Safety Policy

Copy of Immigration Policy

Copy of Terms of Engagement of PAYE workers*

Copy of Terms of Engagement of Ltd Company workers*

Copy of Insurance documentation

* Please provide the candidate the most suitable copy of Terms of Engagement based on their status. Not applicable to permanent candidates.

For internal purpose only

Note to OneCall24 representatives: Under no circumstances can we legally set up a new employee until the above boxes are ticked and all back-up documentation are attached.

Declaration by OneCall24 representative

I hereby confirm that all the above boxes are ticked, the candidate has signed this pack and the relevant documents listed in the pack have been handed to the candidate. I also confirm that all documents retained by OneCall24 outlined in this pack together with a copy of the original form of ID required for immigration purposes have been attached and sent to payroll by electronic means for registration and verification. I also confirm that where relevant, any photographic ID bears a true resemblance to the person I have engaged.

Full name of OneCall24 representative

Division/Department/Branch

Signature

Date – DD MM YYYY

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